



DEPARTMENT OF HEALTH SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF HEALTH SERVICES	RELEASE DATE:	Monday, December 18, 2006
POSITION TITLE:	Chief, Division of Communicable Disease Control	FINAL FILING DATE:	Friday, January 19, 2007
CEA LEVEL:	Public Health Medical Administrator II, C.E.A. (7675)	EXTENDED FINAL FILING DATE:	Friday, February 2, 2007
SALARY RANGE:	\$11,025.00 - \$12,303.00 / Month	BULLETIN ID:	12082006_2

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Prevention Services, the Chief, Division of Communicable Disease Control (DCDC) provides medical and general administrative leadership in the control and prevention of infectious disease through a staff of approximately 531 state, federal, and contract staff in seven branch offices. In the role of "State Infectious Disease Epidemiologist" (a formal relational title with federal health agencies), the Chief, DCDC responds to disease occurrences which impact the 62 local California health jurisdictions and which may also implicate health policy on a national and international level.

The Chief, DCDC is responsible for the direct supervision of five Public Health Medical Administrator I Chiefs, one Public Health Medical Officer, one Research Scientist Manager, and the Assistant Division Chief (Health Program Manager III).

The incumbent is responsible for establishing medical policy and managing a major statewide medical health program identifying and defining the occurrence of communicable diseases in California, and implementing public health policies and programs which prevent or mitigate their harmful effects and burdensome costs.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidate will be eligible for appointment.) and Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty

Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board.

and

Broad and extensive administrative experience (over five years) as either a Board-eligible or Board-certified physician in a public health program. (Successful completion of one year of graduate study toward a Master's Degree in Public Health or its equivalent in a recognized school of public health may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of general medicine with particular emphasis on public health; current programs, problems and trends in public health; comprehensive health planning; operating policies, standards and functions of the Department of Health Services; State, Federal and local public health programs; principles and practices of public administration including fiscal, personnel management and supervision; Department's equal employment opportunity Program and objectives; a manager's role in the equal employment opportunity Program and the processes available to meet affirmative action objectives.

Ability to: Provide leadership; effectively plan, organize, direct and coordinate a major public health program of statewide scope; adapt to the responsibilities and demands of the management role in a major public health agency; adapt to new leadership and direction and effectively implement policy and program changes; effectively secure the cooperation of all groups interested in promoting public health; communicate effectively; analyze situations accurately and adopt an effective course of action; effectively contribute to the Department's equal employment opportunity objectives.

DESIRABLE QUALIFICATION(S)

- Knowledge of the principles of communicable diseases, surveillance, prevention and control, and changing and evolving infectious diseases.
- Formal training in Public Health.
- Demonstrated ability to work successfully with persons at high levels of state, federal, and local government; state legislative and executive branches; and leaders of private health care organizations and industry associations.
- Knowledge of principles and techniques of program management and personnel supervision.
- Experience providing testimony before Legislative Committees.
- Ability to plan, organize, and direct the work of others.
- Commitment to the effective implementation of the State and departmental equal employment policy.

DESIRABLE CHARACTERISTICS

Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department, both internally and externally. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the

ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication – Has a clear expression of ideas, thoughts, and expectations and is an active and empathetic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define the needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Division of Communicable Disease Control**, with the **DEPARTMENT OF HEALTH SERVICES**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file two copies of a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics.

STATEMENT OF QUALIFICATIONS:

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. This Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership ability including techniques of organizing and motivating groups and/or employees.
2. Describe your ability to deal effectively with a variety of individuals, organizations, state agencies, and local governments.

3. Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
4. Describe your knowledge of the principles and practices of public administration, organization, and management. Include in your response experience in developing programs that serve diverse communities.
5. Describe your knowledge of, and experience with, the California Legislative and budgetary process, state control agencies, and other governmental entities that are necessary for effective program implementation.
6. Describe an experience that demonstrates your ability to analyze complex and sensitive problems and recommend effective courses of action.
7. Describe your knowledge of, and experience with, communicable diseases including changing status of the immune deficiencies, epidemiology among rapid ethnic population changes, food-related outbreaks, emerging infections, etc.
8. Describe your experience interacting with the leadership of health care providers, California's community organizations, professional associations, counties, and community health based programs.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date of January 19, 2007, will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the eight critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.

The application, Statement of Qualifications and resume must be submitted by the final filing date to:

DEPARTMENT OF HEALTH SERVICES, Personnel Management Branch
P.O. Box 997411 M.S. 1301, Sacramento, CA 95899-7411
Lisa Jeffers | (916) 552-8351 | ljeffers@dhs.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Health Services, Personnel Management Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Lisa Jeffers at

ljeffers@dhs.ca.gov or at (916) 552-8351.

Questions regarding the position should be directed to Michael Ayala at mayala@dhs.ca.gov or (916) 440-7575.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF HEALTH SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7674.txt>